

# Alaska Alternate Assessment Calendar of Important Dates 2014-2015

Yellow = DTC task

DATE	ACTIVITY
<b>2014</b>	
August	DLM HelpDesk open 8AM – 7 PM CENTRAL (5 AM – 4 PM AK)
September 22	EED creates DTC User accounts in KITE
September 24	DRA HelpDesk opens
September 24	Open online training system <a href="https://ak.k12test.com/">https://ak.k12test.com/</a>
September 24	Getting Started webinar (3:30 PM to 4:30 PM)
October 1	Getting Started webinar REPEAT (3:30 PM to 4:30 PM)
October 3	DTCs complete upload of AA Mentors to DLM and assign PD and teacher roles to be ready for October 6 Mentor training
October 6	DTC uploads district user files to DLM. Users will automatically default to Teacher (rather than PD)
October 6, 7, 8	Annual Alternate Assessment Mentor Training, Anchorage
October - March	Mentors train district assessors (new and returning). Assessors complete online training and proficiency exams.
October 13-31	Districts participate in Field Test A: ELA and Math (must complete required roster uploads prior to participating in Field Test A).
October 13-November 19	Teachers enter Personal Needs Profile (PNP) and First Contact Survey (FCS) in KITE
November 10	DLM Instructional Tools Interface (ITI) is active in Educator Portal (EP)
November 10–December 20	Districts participate in Field Test B: ELA and Math
December 1	Districts submit Alternate Assessment Science LP/Braille Counts to EED
December 30	DRA generates new passwords for DRA AA Reporting Website – distributed to Mentors and DTCs January/February
<b>2015</b>	
January 5–March 6	Districts participate in Field Test C: ELA and Math
January 16	AA Large Print and Braille Science tests mailed to District Test Coordinators for distribution to appropriate AA Mentors and Assessors
January 21, 22	Annual Mentor and Special Education Director Training, Introduction to the DLM Integrated Model (ELA & Math).
March 11	Pretest Audio and Preview of Online System for Mentors, 3:30 PM - 4:30 PM (includes DLM field test information)
February 9-11	Alaska Statewide Special Education Conference (ASSEC)
February 25	District Test Coordinators and Lead Qualified Mentors receive updated passwords for Secure Web Reporting Site for AA individual student reports
March 13	DRA deletes all Science practice data from online website (Science student demographics and scores) : <a href="https://ak.k12test.com/">https://ak.k12test.com/</a>
March 16	Alternate Assessment Test Window Opens, 8:00 AM DLM HelpDesk hours 7 AM -7 PM CENTRAL (4 AM - 4 PM)
March 16	Assessors enter Science student caseload (grades 4, 8, and 10) and demographic information into online system: <a href="https://ak.k12test.com/">https://ak.k12test.com/</a> > Data Entry > Student Setup.

May 1	Alternate Assessment Test Window Closes at 6:00 PM Final date for testing, entering & submitting student scores into online systems (ELA & Math-KITE; Science-ak.k12test.com)
May 1	EED emails DTC to confirm lead mentor status as returning or new
May 4	DLM HelpDesk Window closes
May 6	Post-Test Webinar for Mentors, 3:30-4:30 Field testing (includes DLM field testing information)
May 8	Mentors taking APU course credit complete Consequential Survey and submit final checklist and documentation to EED/DRA
May 11	Close of Assessor/Mentor Survey of Consequential Validity <a href="https://ak.k12test.com/">https://ak.k12test.com/</a> , link on login page
May 15	DRA HelpDesk Closes
May 16	Science Reporting Website Opens for District Test Coordinators and Mentors—AA Science Individual Student Report and Guides to Test Interpretation available: <a href="https://akreports.k12test.com/">https://akreports.k12test.com/</a>
May 18 - 22	Focus Group (audio or webinar), QAs, QTs, DTCs, Special Ed Directors
July 15	Final DLM scores sent to states (ELA & Math)
August/September 2015	EED emails districts with registrations for Annual Mentor Training

**\*Note:** If a student requiring Large Print/Braille Alternate Science test forms arrives late in district, contact EED before December 19, 2014.

DLM ELA & Math HelpDesk 1-855-277-9751, [DLM-support@ku.edu](mailto:DLM-support@ku.edu)

DRA Science HelpDesk 1-800-838-3163, [sevrina@dillardresearchassociates.com](mailto:sevrina@dillardresearchassociates.com)